

California Education Code §11514. Test Security Affidavit for Examiners and Proctors

(e) Each California English Language Development Test site coordinator shall deliver the tests and test materials only to those persons actually administering the California English Language Development Test on the date of testing and only upon execution of the California English Language Development Test Security Affidavit set forth in subdivision (g).

(f) All persons having access to the California English Language Development Test, including but not limited to the California English Language Development Test site coordinator, test administrators, and test proctors, shall acknowledge the limited purpose of their access to the test by signing the California English Language Development Test Security Affidavit set forth in subdivision (g).

(g) The California English Language Development Test Security Affidavit shall be completed by each test examiner and test proctor:

CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST SECURITY
AFFIDAVIT

I acknowledge that I will have access to the California English Language Development Test for the purpose of administering the test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

- (1) I will not divulge the contents of the test to any other person.
- (2) I will not copy any part of the test or test materials.
- (3) I will keep the test secure until the test is actually distributed to pupils.
- (4) I will limit access to the test and test materials by test examinees to the actual testing periods.
- (5) I will not permit pupils to remove test materials from the room where testing takes place.
- (6) I will not disclose, or allow to be disclosed, the contents of, or the scoring keys to, the test instrument.
- (7) I will return all test materials to the designated California English Language Development Test site coordinator upon completion of the test.
- (8) I will not interfere with the independent work of any pupil taking the test and I will not compromise the security of the test by means including, but not limited to:

- (A) Providing eligible pupils with access to test questions prior to testing.
- (B) Copying, reproducing, transmitting, distributing or using in any manner inconsistent with test security all or any portion of any secure California English Language Development Test booklet or document.
- (C) Coaching eligible pupils during testing or altering or interfering with the pupil's responses in any way.
- (D) Making answer keys available to pupils.
- (E) Failing to follow security rules for distribution and return of secure tests as directed, or failing to account for all secure test materials before, during, and after testing.
- (F) Failing to follow test administration directions specified in test administration manuals.
- (G) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this section.

Signed: _____

Print Name: _____

Position: _____

School: _____

School District: _____

Date: _____